



## HR/CMS MONTHLY MBTA PASS ORDER/CANCELLATION FORM

### PRETAX EMPLOYEE BENEFIT

Department ID: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Please check box next to pass desired. Deductions for MBTA Passes are taken in full in the first pay period of the month for the next month's MBTA Pass. You may purchase more than one pass, but only 2 MBTA Passes of the same type (please indicate quantity). If more than one pass is chosen, the pretax amount will be applied to the pass that provides the greatest pretax benefit.

To cancel your pass, check the "CANCEL PASS" box. Pass deductions will automatically be taken unless canceled in writing by the employee. Pass cancellations must be made prior to the end of the first pay period in the month preceding the pass cancellation. Cancellations made after a pass deduction has been made cannot be refunded by the department. However, the employee may pursue reimbursement with the MBTA. If a pass deduction cannot be processed for any reason by the 22<sup>nd</sup> of the month in which the deduction is taken, you will receive a refund of that deduction and will not receive the monthly pass.

<b>CANCEL PASS</b>	<input type="checkbox"/>	<b>Commuter Rail - ZONE 1 - \$106</b>	<input type="checkbox"/>
<b>LOCAL BUS - \$31</b>	<input type="checkbox"/>	<b>Commuter Rail - ZONE 2 - \$118</b>	<input type="checkbox"/>
<b>SUBWAY - \$44</b>	<input type="checkbox"/>	<b>Commuter Rail - ZONE 3 - \$128</b>	<input type="checkbox"/>
<b>COMBO - \$71</b>	<input type="checkbox"/>	<b>Commuter Rail - ZONE 4 - \$149</b>	<input type="checkbox"/>
<b>COMBO PLUS - \$79</b>	<input type="checkbox"/>	<b>Commuter Rail - ZONE 5 - \$170</b>	<input type="checkbox"/>
<b>Hingham Commuter Boat - \$198</b>	<input type="checkbox"/>	<b>Commuter Rail - ZONE 6 - \$181</b>	<input type="checkbox"/>
<b>*Senior/Transportation Access Pass - \$16</b>	<input type="checkbox"/>	<b>Commuter Rail - ZONE 7 - \$191</b>	<input type="checkbox"/>
		<b>Commuter Rail - ZONE 8 - \$198</b>	<input type="checkbox"/>

Please start/cancel the monthly pass(es) deduction on \_\_\_\_\_ for the following month's MBTA pass.  
I authorize the Commonwealth of Massachusetts to deduct from my pay the cost of my monthly MBTA pass on a pretax basis as authorized by the IRS.

To be completed by Payroll Officer:

Date entered into HR/CMS: \_\_\_\_\_

Actions taken by: \_\_\_\_\_

\*If this is a Senior/Transportation Access Pass, a copy of an MBTA Senior ID Card or a Transportation Access Pass is on file in the employee's personal file.

\_\_\_\_\_  
Employee signature      date

\_\_\_\_\_  
Payroll Director signature      date